

Town Manager's Report - Week of: 7/03/2017



- For my first ever Manager's report I wanted to update everyone on what has been the major focus of my attention over the past week and how I'd like to update both the Select Board and broader community. I'd like to trial twice monthly Town Manager's reports on the Friday's prior to the Tuesday Select Board meetings. I will definitely be including information and updates from Department Heads in my reports but before I commit them to any specific format or schedule for reporting their activities in a narrative form I'm going to meet with them as a group to determine what will work best for their Departments.
- I'm pleased to announce that Liz Knauer, the Opera House's Box Office and Promotions Assistant, has accepted the position as the Town's Tax Collector. I know that all the Town staff are very excited to see Liz progress her career with the Town and to support her as she transitions to this new role. Liz has excellent customer service skills and a positive attitude that will make her a terrific fit as the Town's Tax Collector.
- I would like to thank Marlene Libby for acting as the Finance Director over the past month and a half. Marlene and Katrina have done an amazing job of keeping the Finance Office and front counter running despite being incredibly under staffed and dealing with the increase in workload that is typical of the end of the financial year. I have also appreciated Marlene's patience with my questions as I learn more about how things are set up in the Finance Office.
- The recruitment for the new Finance Director is drawing to a close. I'm hoping to be able to make an announcement on an appointment by the end of next week (07/14) or early the week after. We were fortunate to have some highly skilled and well regarded local candidates apply. I'm looking forward to working with the new Finance Director, as well as the existing staff in the Finance Office, to find ways to streamline our systems and make our processes more efficient.
- As I know you all can appreciate I've been trying to get my feet under me in the first week. I've been fortunate that Roberta is still willing to come in and get me up to speed on specific projects, issues and activities.
- I am trying to make sure I catch up with as many Department Heads as possible over the next few weeks and meet any town employees who I haven't had the opportunity to meet yet. I've been fortunate that prior to starting I was given tours of many of the Town's facilities by Department Heads. However, my goal is make sure we're touching base frequently and everyone feels comfortable dropping in when they need to.
- Within the next few weeks I'm also going to try and meet with as many Committees and Committee Chairs as I can to find out more about the specific projects and initiatives they are involved with. I have been fortunate enough to meet with the Chairs of the Planning Board and Conservation Commission and I have reached out to the chairs of CEDAC and the Pathways Committee. I'm

hoping to attend the Four Seasons and Parks and Rec committees next week. While I know there are quite a few more that I need to reach out to, I am committed to becoming familiar with our committees and their members, the work they're doing and how I can help in coordinating priorities between committees, across the Town administration and with the Select Board.

- Last of all I would like to say how happy and excited I am to be in Camden. Everyone is being incredibly supportive and welcoming. I appreciate all the help in making my transition here go as smoothly as possible. I have an open door policy so please don't hesitate to come by and introduce yourself.